

## Appendix A

Spelthorne Borough Council

Annual Council Grant  
Application Form  
24/25



Thank you for applying to Spelthorne Borough Council's Grant and financial assistance programme.

Prior to making this application please read fully the guidance provided on our website and make sure you meet and can evidence meeting ALL the criteria. If you do not meet the criteria your application will not progress to panel consideration. If you require any further assistance with completing this form, or would like to receive the form and guidance in an alternative format, please ask.

The criteria that you **MUST** satisfy are:

- a) You are a voluntary or charitable organisation. We also consider applications from not-for-profit organisations.
- b) Your organisation is located in Spelthorne and or you provide services for people in Spelthorne.
- c) You support at least one of Spelthorne Borough Council's values and priorities.
- d) That you are not applying for salary costs for your Chief Executive.
- e) That your organisation is financially stable but is also not carrying large reserves.
- f) You must not be applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- g) That you can evidence the need and you have the ability to meet that need with the funding applied for.
- h) You need to be able to monitor your performance towards your goals and demonstrate how you have successfully achieved them.
- i) That you have been able to flex and adapt your service provision, or would be able to, as a response to emerging need.

### Contact details

Name and position	
Organisation	
Charity CIO number	
Address of company	
Location services will be provided	
Contact phone	

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Contact email	
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### Financial status:

Please provide your last set of audited accounts and preferably, where possible, for the previous year. Please note that these will be treated in the strictest of confidence but we need to be reassured that your organisation is financially able to deliver what you are applying for. If you are unable to provide audited accounts please contact us as a matter of urgency to discuss what you can provide and when. They can be sent securely by email or attached to the electronic application form.

Please provide details of all funding that you have applied for, for the year 2024-2025. Please include any applications you have made for funding that remain pending, along with those refused, agreed or agreed in part. In addition if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2024-2025

Organisation applied for, for funding	Reason for grant application	Grant application amount	Current status of application

### The Aims of your organisation:

It is extremely helpful for the Grant's Panel to know about your charity. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status, when was it awarded?	

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Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

### Your current application:

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success of the grant funding.

Please provide as much detail as possible here including who are your beneficiaries/key service users and where and how your service will be provided. Please detail the importance of this and why you believe this service to be necessary. Please refer to our vision and aims and detail which one/s your service supports.

You can also submit additional information to support your application either by email or uploaded as part of the electronic application process.

Amount of grant applied for from Spelthorne Borough Council	
Funding agreed from elsewhere	
What will our funding enable you to deliver?	
How have you identified the community need?	
Please show how this meets Spelthorne's values and priorities	
Please identify where services will be delivered	
Please identify who your key service users are.	
How will you measure success?	

## **Appendix A**

### **Safeguarding**

Does your organisation work with either young people or adults at risk?

Yes / No (delete as applicable)

#### **If yes, do you have**

An up-to-date Safeguarding Policy/Procedures in place?

Yes / No (delete as applicable)

A process for undertaking Disclosure and Barring (DBS) checks?

Yes / No (delete as applicable)

*We may ask to see a copy of your safeguarding policy and procedures prior to grant allocation.*

### **Sustainability**

If your application is successful, we may ask you to engage with the Council Climate Change & Sustainability specialists. They will share information about support available to you to become more sustainable.

### **Reviewing the application**

Once applications have been received, they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive a grant. Spelthorne Borough Council receive numerous applications from worthy organisations and with regret we cannot offer grants to all. The applications received within the specified time limit and those evidencing that they meet our criteria will be considered by a panel.

In some cases we may ask you for further information or clarification during the panel's consideration of your application. The panel does not have the final say and makes recommendations to be considered by Committee and then approved by Council. We are required to follow this process as we are using public money. This is why we open the grants applications many months before the financial year starts.

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### The final decision and payment

The panel may decide to recommend to Committee:

- a. That your organisation gets awarded the full amount applied for.
- b. That your organisations receives an award for a lower amount than applied for.
- c. That your organisation has been unsuccessful for the current year.

Where we are unable to provide you with any grant funding, or in some cases, a smaller amount than you applied for we will endeavour to signpost you to other potential funding sources to help you achieve your outcomes. In the cases of a partial award we will ask you to review what is achievable with the smaller amount of funding awarded.

We will write to you with the decision at the end of February / beginning of March. It is hoped that the funding will be paid into the relevant account by the start of the financial year.

Thank you

Please submit this form by 31 October 2023 to:  
[community.development@spelthorne.gov.uk](mailto:community.development@spelthorne.gov.uk)

or

Delivered to The Community Development Manager, Leisure and Community Development Team, Council Offices, Knowle Green, Staines, TW18 1XB